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Original to be Filed in _____ Decentralized Files.

FILE DESIGNATION

CA-8013

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HANDLING INDICATOR

TO : ALL AMERICAN DIPLOMATIC AND CONSULAR POSTS

FROM : Department of State

DATE: FEB 5 8 05 PM '65

SUBJECT : Reduction in Purchase of Office Furniture and Typewriters,
and Moratorium on Purchase of Filing Cabinets

REF :

In keeping with the spirit of the Presidential directive to reduce Federal expenditures and realization of economies in operation, each post is requested to review immediately its personal property management program (including supplies), motor vehicle operations and records management program to achieve the following objectives:

MAXIMUM UTILIZATION OF PROPERTY WITH MINIMUM INVENTORY INVESTMENT.

Guidelines for Effective Personal Property Management

Review Inventories to:

Identify idle or excess items of supply and equipment for redistribution or sale.

Identify items in sub-standard condition which can be rehabilitated.

Identify worn out or obsolete items for replacement.

Sell obsolete or unserviceable items to generate funds for the purchase of needed replacement property. See FAMC-109, March 1, 1963.

Utilize fully all opportunities to obtain good excess property from other Government agencies. See CW-9664, June 4, 1962 and CA-23, July 1, 1963.

Rehabilitate furniture by repairing and refinishing. See Annex A.

Distribution

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FORM 4-63 DS-323

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OPR: ST: TJMAdams/RM: DJSimon:cc

Drafting Date: 2/4/65

Contents and Classification Approved by: OPR - WOTrone

Clearances: ARA - Mr. Abraham
EUR - Mr. Foster

AF - Mr. Cary Dobyns
FE - Mr. Jones

NEA - Mr. Manch

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Restrict purchase of new furniture to situations where it is absolutely essential to maintain effective operations or to increase the quantity or quality of work. Replacement of serviceable items solely for the purposes of improvement in appearance, office decor, status elevation or desire for the latest design will not be considered as "absolutely essential".

Guidelines for Effective Motor Vehicle Management

Review inventories to identify vehicles which need not be replaced. Notify Department (ST).

Sell vehicles within 4 weeks after receipt of replacement vehicle to generate needed funds to replace other vehicles. Notify Department (ST).

Review replacement cycles of passenger cars and trucks in consideration of local conditions to establish a replacement cycle which will minimize operating costs and maximize proceeds of sale. Notify Department (ST).

Make greatest practical use of taxicabs, personally owned vehicles and public transportation to meet transportation requirements.

Embassies will apply guidelines on a country fleet basis to include vehicles at constituent posts.

Guidelines for Stewardship of Government Property

Place firstline responsibility on user for care and condition of property.

Train or apprise user on care and operation of property.

Institute sound preventive maintenance program to increase economical useful life of property

Keep only enough to meet existing or foreseeable need.

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MAXIMUM UTILIZATION OF FILING CABINETS AND
REDUCTION OF RECORDS HOLDINGS

Guidelines for Effective Records Management

Retire to the Department all records dated prior to 1962 which are not eligible for disposal under authorizations contained in RMH II. Records scheduled for disposal for which the retention period has not yet elapsed should be retained by the post for destruction locally. Posts in critical areas are authorized to retire their records with only a folder-by-folder screening of obviously disposable material which should be destroyed locally.

Review all reference material throughout the post and destroy everything that is not absolutely needed for current use.

Review Top Secret inventories and reduce substantially in accordance with guidelines contained in RMH I 9.45.

Reduce substantially classified records holdings in critical areas or areas where a crisis is imminent.

Accelerate retirement of more recent blocks of central files not needed by the post for current operations.

Review filing cabinets to assure they are being fully utilized, including top and bottom drawers. Accelerated disposal or retirement should preclude the need for additional filing cabinets for some time.

Be sure to record the volume of records destroyed for the Biennial Report of Records Holdings and Destruction.

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Annex A

Rehabilitation of Office Furniture and Equipment

Frequently office furniture and equipment can be repaired, refinished and returned to service for many years for a fraction of the cost of new furniture. Use actual delivered costs in comparing rehabilitation with new purchases. Many posts are fully exploiting this through the use of post labor forces, labor contracts or commercial contracts. Some contracts provide that the work be done in the post's maintenance area to gain maximum convenience.

GSA Store Stock Catalog, Sears Catalog, and other similar catalogs list many items of equipment and material for furniture refinishing i.e., lacquers, varnishes, shellacs, fillers, brushes, scrapers, paint remover, sand paper and other refinishing equipment and materials. The Handy Man's Guide by Better Homes and Garden in the GSO Bookshelf provides "how to do" hints on finishing wood. The Department (ST) will augment the GSO Bookshelf on this subject.

Posts which have developed satisfactory furniture rehabilitation programs are requested to send information to the Department (ST) outlining methods, costs, satisfaction, problems, etc. This information will be furnished on request to other posts wishing to inaugurate furniture rehabilitation operations.